

**GRAPEVINE TOWNSHIP REVITALIZATION PROJECT  
GUIDELINES  
FY2012-2013 GRANT PROGRAM**

**Purpose of the Grant Funds**

The goals of the Grapevine Township Revitalization Grant Program, Inc. (GTRP) are to preserve the cultural heritage of the City of Grapevine through the preservation, restoration, rehabilitation and/or reconstruction of historic homes.

**Application Process**

Applicants must complete a grant application form and meet with GTRP Staff to discuss the proposed work.

Recommendations for grants will be presented to the Grapevine Township Revitalization Advisory Board for approval.

**General Criteria**

1. Grant funding is available for:
  - Owner-occupant residential uses: \$10,000 max. with a \$5,000 match (2/1 match)
  - Rental residential uses: \$5,000 max. with a \$5,000 match (1/1 match)

Notes: Priority will be given to owner-occupied grant applicants.

If an applicant does not have the funding necessary for a match, such applicant may request a waiver from the matching requirement. Said waiver will only be approved by the Board of Directors.

2. The Director of the Convention and Visitors Bureau may increase the above stated amount in cases where existing conditions of the residence require additional assistance or where the proposed work exceeds the goals and objectives of this grant program. The increase must receive final approval from the GTRP Board of Directors prior to becoming effective.
3. After grant award, any increase or decrease in construction expenses, including cost increases, change orders and overruns shall be determined and assumed by the Owner.
4. Grants are limited to exterior preservation, restoration, rehabilitation and/or reconstruction of historic homes in existing historic districts or homes determined eligible for Historic Landmark designation by the Grapevine Historic Preservation Commission. The residence must be located within the boundaries of the original township (refer to attached map) or designated a Historic Landmark Subdistrict on the city's official zoning maps. All proposed work must comply with the Secretary of the Interior's *Standards for the Rehabilitation of Historic Properties*-see attached.
5. Grant funding is **NOT** available for purchase or rental of tools, machinery, equipment or Owner's time spent on work.
6. Each application will be evaluated on its merits as a viable project and on how it relates to the Township's goals. Applicants must describe the project and include drawings, specifications,

## Exhibit A

photographs (historic, where available), budgets and schedule.

7. Owner agrees to sign a Preservation Agreement (see attached), which contains a reimbursement requirement in the event of sale or change in use of the property from owner-occupied to rental.
8. Owner agrees to designate their property with "H" overlay zoning designation through a Historic Landmark Subdistrict (see attached application) in accordance with the City of Grapevine's Comprehensive Zoning Ordinance, Section 39. A Historic Landmark property will be subject to Design Guidelines (see attached guidelines) for future exterior modifications.
9. The Applicant shall comply with all zoning and permitting requirements of the City of Grapevine Code of Ordinances and the Comprehensive Zoning Ordinance.

### **Funds**

1. Grant funds must be used within 6 months from the date of the Preservation Agreement, or the grant becomes void.
2. Grant funding is handled on a reimbursement basis. Funds will only be disbursed when receipts of completed work are submitted for reimbursement and approved by the Township Coordinator.

The Grapevine Township Revitalization Program reserves the right to observe and monitor the project prior to payment and/or to make payment directly to a Contractor (where grant has been awarded without a matching requirement).

3. One hundred percent (100%) payment of the grant will be disbursed only when:
  - there is evidence that the project is completed, such as receipts for work completed (including copies of paid receipts) are received and approved by the Township Coordinator; and
  - the work passes inspection by the City of Grapevine Building Inspections Department (where required); and
  - after the property owner has submitted the Historic Landmark Subdistrict application form; and
  - after non-conforming work is modified where required by the Grapevine Historic Preservation Commission and/or the City of Grapevine Buildings Inspections Department (for achieving final inspection).
4. Payment may be withheld if the work fails to meet the Secretary of the Interior's *Standards for the Rehabilitation of Historic Properties*.
5. The City of Grapevine is obligated, by the Internal Revenue Service, to request a W-9 Form and to file a Form 1099 for all funds to grant recipients. Please contact your tax consultant to determine if any additional tax liability may be incurred as a result of funds received from the Township Grant Program.

## Exhibit A

### **Repayment**

Grant recipients must repay all of the funds if any of the following circumstances occurs within one (1) year of completion of the project:

- The building is not maintained to City of Grapevine Building Code.
- Historic Landmark designation is removed.
- Property changes from residential use to another.
- Owner performs or arranges for other work (not under this Agreement) materially detracting from the historic character or fabric of the exterior of the house without a Certificate of Appropriateness.
- Property is sold or conveyed to another.

Grant recipients who receive grant funding based on owner-occupied residential use of the property must repay twenty five percent (25%) of the grant amount if the owner-occupied status of the property changes to rental.

### **Required Submittals**

1. A completed GTRP Grant Application with necessary signatures and budget where required on the application.
2. A completed Historic Landmark Subdistrict Application form with necessary signatures, notarized where required. A Notary Public is available, at no charge, in City Hall.
3. Proof of ownership, copy of deed. If application is submitted by someone other than Owner, please submit documentation establishing permission to work on property.
4. Proof of insurance, casualty, fire and federal flood insurance, if applicable.
5. Plans and specifications (if available or needed) of proposed work.
6. Historic documentation. Historic photographs (if available) or other documentation (i.e. drawings, sketches). Identify approximate date of documentation.

### **Miscellaneous**

The GTRP Grant program begins on October 1 and ends on September 30 of each year. Applicants may reapply for funding for a project in a subsequent year if funds were unavailable during the current grant year.

Those who have projects published agree to acknowledge the support of the City of Grapevine and the Grapevine Township Revitalization Project, Inc. It is also understood that the Grapevine Township Revitalization Program may seek public recognition for its contribution to any grants funded project.

Applications are available from David Klempin, Grapevine Township Revitalization Program, Inc., 636 South Main Street, Grapevine, Texas 76051. TELEPHONE: 410-3197. Email: [dklempin@grapevinetexas.gov](mailto:dklempin@grapevinetexas.gov) . All materials submitted become the property of the City of Grapevine.